

**CITY OF KINGMAN  
RECREATION INSTRUCTOR  
Employee (Instructor) Commitment /  
Class Description - Outline Proposal**

Submitted by:

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

Completion of this proposal does not provide a guarantee of employment and/or approval of class proposal. Recreation Instructor positions are filled by qualified candidates selected to fill Part Time B employee positions. To be considered as a qualified candidate, prospective employees are responsible to submit City of Kingman application materials within prescribed timelines, participate in selection/testing process(es) and undergo comprehensive reference (i.e., professional, educational, personal, etc.) and criminal background checks. The City of Kingman may employ Recreation Instructors to meet the needs, population and interests of the community we serve. Employment and retention of Recreation Instructors will be based on, but not limited to, successful completion of selection/testing process(es), reference/criminal backgrounds checks, meeting of performance requirements, and appropriate class participation levels for type of class(es) provided. It is understood the City of Kingman is under no obligation to accept all interested candidates for employment or presentation of class outline proposals. It is also understood that if I am employed with the City of Kingman as a Recreation Instructor, I am responsible to accurately record all hours worked in fulfilling my responsibilities of Recreation Instructor.

- **In addition to the completion of City of Kingman employment application, please complete the following information and attach this form to the submittal of your employment application to the City of Kingman Human Resources Department, 310 N. 4<sup>th</sup> St., Kingman ~OR~**
- **If you are currently employed as a Recreation Instructor and you wish to propose another class, complete this form and submit it directly to your immediate supervisor or Recreation Superintendent, Yvonne Cossio.**

Name of Class: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

**Instructor Contact info (phone #s & email):**

**Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Class Overview (description):**

\_\_\_\_\_  
**Class Hours:** \_\_\_\_\_ **# of hours per day:** \_\_\_\_\_

**Class Duration:** \_\_\_\_\_ **# of days or weeks:** \_\_\_\_\_

**Class Session:** \_\_\_\_\_ **# of classes per session:** \_\_\_\_\_

**Class Scheduling days & hours preferred:** \_\_\_\_\_

**Class Location Requirements (number of tables, chairs, room size, etc):**

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**Student Class Session Limits:**    **Min #:** \_\_\_\_\_ **Max #:** \_\_\_\_\_

**Materials Required by Students (if any):**

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**Age of students this class is for:**    (Check One)  
    **Adult** ☐ **Student/Youth** ☐    **Targeted Age(s)** \_\_\_\_\_

**Approximate cost of materials (if known):**    **Per Person:**    \$ \_\_\_\_\_ **Per Class:**    \$ \_\_\_\_\_

**Suggest cost per participant:** \$ \_\_\_\_\_

**Other info or details pertinent to class:**